Checklist of Required Documents: Use the following checklist to help organize your application; You must submit: 1. □ Citizenship/Lawful Presence: If you ARE a U.S. Citizen, a photocopy of one of the following: Birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal (Hospital issued keepsake birth certificates cannot be accepted); U.S. Passport (unexpired or expired); American Indian Card (I-872); the I-872 card is only issued to members of the Texas Band of Kickapoos: Certificate of Naturalization (N-550 or N-570); Certificate of Citizenship (N-560 or N-561): Certification of Report of Birth (DS-1350); Consular Report of Birth Abroad of a Citizen of the United States of America (FS-240); Certification of Birth Abroad (FS-545 or DS-1350); United States Citizen Identification Card (I-197 or I-179); or Northern Mariana Card (I-873). If you ARE a Qualified Alien or a Non-Immigrant under the Federal Immigration and Nationality Act, a photocopy of one of the following: Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card; or Form I-94 (Arrival-Departure Record) **AND** an unexpired foreign passport with a valid unexpired US visa. If you are not a U.S. Citizen nor a Qualified Alien under the Federal Immigration and Nationality Act and are lawfully present in the United States, you may still be eligible for a license if you provide a copy of: Employment Authorization Document (EAD) (unexpired) AND Evidence of one of the following documents under the Federal REAL ID Act: ____ An approved deferred action status (DACA); ____ A pending application for asylum in the United States; ____ A pending or approved application for temporary protected status in the United States: A pending application for adjustment of status to that of an alien lawfully admitted for permanent residence; or in the United States or conditional permanent resident status in the United States. **NOTE:** Documents (other than those for U.S. Citizenship) are verified by our office through the Department of Homeland Security. This process may take 4-6 weeks. 2.

Transcripts: An Official Transcript which shows your Dental degree and date of graduation. The transcripts must be submitted directly from your dental program or the transcript may be in a sealed envelope from the school and submitted with your application. The Department cannot accept e-mailed transcripts. 3.

Fingerprints: All full set of fingerprints. Please review the instructions (found on page 3) for completing this process. ☐ Fingerprint Fee: To process your fingerprints, \$45.25 must be paid directly to the Nebraska State

4.	□ License Fee: Use the chart below to determine your applicable licensing fee. The prorated fee is
	applicable if the Licensure Unit issues your license during those months. Pay by check/money order (your
	cancelled check is your proof of receipt).

be found on Page 4).

YEAR	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Even	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$41.25	\$41.25	\$41.25	\$41.25
Odd	\$41.25	\$41.25	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165	\$165

Patrol; Pay on-line at: www.ne.gov/go/nsp or mail payment to the Nebraska State Patrol (addresses can

5.	☐ Conviction Information: If you have EVER had a nation convictions (regardless of when they occurred) on the addiversions or dismissals. Misdemeanor and felony convictional court, so when you check with the county court	pplication; you are NOT required to list infractions, rictions can either be processed through traffic or
	criminal court misdemeanors/felony convictions.	•
	You must submit:	
	a) A copy of the court record;	
	 b) Your explanation of the events leading to the cor actions you have taken to address the behaviors 	nviction (what, when, where, why) and a summary of sactions related to the conviction;
	 c) If the conviction involved a drug and/or alcohol re or required, a copy of all evaluations/discharge s 	elated offense and drug/alcohol treatment was obtained
	d) If currently on court ordered probation, a letter from	om your probation officer addressing the terms and
	current status of your probation. The following provides <u>SOME</u> examples of conviction	ons; this is <u>NOT</u> an all exclusive list:
	• MIP	Driving under Suspension / Revocation
	DUI/DWI/OUI	License Vehicle without Liability Insurance
	Controlled Substance	Fail to Appear
	Open Container	False Information or Reporting
	Tobacco Use by Minor	 Leaving the Scene of an Accident
	Shoplifting / Theft / Burglary	Operator not Carrying License
	Bad Check	Unlawful Display of Plates/Renewal tags
	Disturbing the Peace	Park Rule Violation / Curfew Violation
	Assault	Fishing / Hunting without a License
	Disorderly Conduct / Disorderly House	Dog at Large / Fail to Vaccinate Animal
	Reckless Driving	Littering / Fireworks
	☐ Disciplinary Action: If you have had any disciplinar submit a copy of the disciplinary action(s), including alle	
7.	□ Examination Information: You are required to substitutional Board Dental Examinations and your practical directly from the testing agencies giving the examination are required to complete a remedial course in clinical der consider the results of the third examination as valid.	examination. The score reports must be submitted as. <i>Please note that if you failed on two occasions you</i>
		caminations will be updated by August 15th of each calendar year.
	The Nebraska Board of Dentistry has determined that the following completed between January 1 through December 31 of the current	examinations will be accepted* for Dentistry license applications
	determined by the respective testing agency): • 2016-2017 Central Regional Dental Testing Service (CRD	TS) Dental Examination (Passing score is 75)
	· · · · · · · · · · · · · · · · · · ·	ents (CDCA) Dental Examination with either the CDCA Patient
	 2016-2017 Council of Interstate Testing Agencies (CITA) 	· · · · · · · · · · · · · · · · · · ·
		Dental Examination with either the CRDTS Prosthodontic Manikin
		ental examination with CRDTS Periodontal Examination (Passing
	2016-2017 American Dental Examination (ADEX) with a p	patient based periodontal examination (Passing score is 75)
		□ WREB □ SRTA □ ADEX
	atata ayana waxyaat that be about in the bound of the first	est that your scores be sent directly to this office. If you took a
	state exam, request that include in their certification of your license	the requirements that you had to meet in order to receive a
	license in that state. You need to request that the scores for CRDT	the requirements that you had to meet in order to receive a S be placed on the MASTER SCORE Sheet that is sent to our
	license in that state. You need to request that the scores for CRDT Department. Scores from the regional exams will be accepted for a	the requirements that you had to meet in order to receive a S be placed on the MASTER SCORE Sheet that is sent to our period of five years from the date the exam was passed.
	license in that state. You need to request that the scores for CRDT Department. Scores from the regional exams will be accepted for a	the requirements that you had to meet in order to receive a S be placed on the MASTER SCORE Sheet that is sent to our period of five years from the date the exam was passed. prudence examination at http://www.proprofs.com/quiz-prudence

- 8.

 Controlled Substances Registration: If you are going to be prescribing, administering or dispensing controlled substances in Nebraska, you are required to submit a copy of your Federal Controlled Substances Registration.
- 9. Practice Requirement for Reciprocity Applicants: If you are applying for a dental license by reciprocity, you are required to provide proof that you have been actively engaged in the practice of dentistry for at least three (3) years with one (1) of those years being within the past three (3) years. Acceptable proof of active practice can include:
 - a) A copy of your W-2's;
 - b) A letter from your employer/practice partner on their letterhead stating the beginning and ending dates of employment and approximate number of hours worked per week.

Any documents written in a language other than English must be accompanied by a complete translation into the English language. The translation must be an original document and contain the notarized signature of the translator. An individual may not translate his/her own documents.

Application Processing: All application will be processed in date order received. If a preliminary review shows that you are missing information, you will be contacted within approximately 15 days **by e-mail.**

TIME FRAME FOR PROCESSING:

Fingerprints: approximately 6-8 weeks

License Decision: 8-10 weeks from receipt of a complete application

<u>Contact Information:</u> Licensure Unit, 301 Centennial Mall South, PO Box 94986, Lincoln NE 68509-4986 Telephone: 402-471-2118 / FAX: 402-742-8355 / E-Mail: dhhs.medicaloffice@nebraska.gov

INSTRUCTIONS FOR CRIMINAL BACKGROUND CHECKS

Criminal background checks are NOT expedited for any reason.

Fingerprints are required to be eligible for a Dental license in Nebraska. The Nebraska State Patrol will not process your request for a criminal background check until you have paid the required fee to the State Patrol and the Licensure Unit has received your Dental application.

Please read and follow these instructions carefully to avoid delays in processing.

Even if you have recently obtained a criminal background check for another state or another license, you MUST obtain a new criminal background check for the license you are currently applying for in Nebraska.

FEE: \$45.25

There are 2 ways to pay for fingerprint processing:

<u>Credit Card/E-Check:</u> Pay \$45.25 by credit card at <u>www.ne.gov/go/nsp</u>. This is an internet pay site through PayPort. Credit/debit card OR checking account and routing information will be required. A small transaction fee will be added to your payment. For some payments, selection of eCheck will give you a discount on your transaction fee.

- 1. The website will ask you to select the type of payment you are making. Under 'transaction type' you need to choose "Dental". You will then need to enter the applicant's name, date of birth or the last 4 digits of applicant's social security number (optional). If a company is paying for an applicant; the applicant's information needs to be entered on this page. The second page of the website will ask for information about the payer, which may or may not be the applicant.
- 2. <u>Check or Money Order:</u> Payment of \$45.25 must be mailed directly to: **Nebraska State Patrol**, ATTN: CID, 3800 NW 12th ST, STE A, Lincoln NE 68521.

The Nebraska State Patrol does not charge an additional fee for the service of taking your fingerprints. However, other law enforcement agencies in Nebraska or in other states may charge a fee.

Completing the Fingerprint Card:

- 1. <u>Fingerprint Cards:</u> Fingerprint cards are available at any State Patrol office or law enforcement agency in NEBRASKA. If you live in another state, contact your local law enforcement agency.
- 2. DO NOT FOLD THE FINGERPRINT CARDS.

3. <u>Information to be completed on the Fingerprint Card:</u>

a. Print your full name, address with zip code, *Social Security Number, date and place of birth, and other information as requested. **DO NOT sign the fingerprint cards until** the law enforcement officer has verified your signature with the form of identification that you provided. **DO NOT write in the field labeled ORI.**

*Social Security Number: If you <u>do not</u> have a United States Social Security Number, you must provide in the "Miscellaneous No: MNU" section a Government issued identification number, a "consulate" number or a Passport Number. Please indicate the type of number provided.

b. In the box labeled "Reason Fingerprinted" PRINT "Dental License".

Photo ID:

Take one form of photo ID with you when getting your fingerprints. Acceptable forms of ID include a driver's license, visa, passport or other document showing that you are legal in the U.S.

FINGERPRINTING PROCESS:

There are 2 ways to capture your fingerprints:

- <u>Live Scan:</u> Live Scan is available at all Nebraska State Patrol locations listed below and the
 fingerprints are captured electronically and sent electronically to the CID for processing. If you are outof-state and Live Scan is available, have them print 2 copies of your prints to be forwarded to the NE
 CID.
- <u>Ink and Paper Finger Prints:</u> Applicants outside of Nebraska or at an office than the below listed State Patrol offices have traditional ink and paper fingerprinting.

Offices of the Nebraska State Patrol And the Days/Hours that Fingerprinting is Conducted						
Troop A	Monday through Friday 8:00 a.m. to 4:00 p.m.					
4411 S 108 th ST	(walk-in only)					
Omaha NE 68137						
Phone: 402-331-3333						
Troop B	Monday through Thursday 8:30 a.m. to 4:00 p.m.					
1401 Eisenhower AVE	(appointment required)					
Norfolk NE 68701						
Phone: 402-370-3456						
Troop C	Tuesday 9:00 a.m. to 4:00 p.m.,					
3431 W Old Potash Highway	Wednesday 8:30 a.m. to 4:00 p.m. and					
Grand Island NE 68803	Thursday 9:00 a.m. to 1:30 p.m.					
Phone: 308-385-6000	(all times - appointment required)					
Troop D	Monday – Thursday 8:00 a.m. to 4:00 p.m.					
300 West South River Rd	(appointment required)					
North Platte NE 69101						
Phone: 308-535-6604						
Troop E	Monday - Thursday 8:00 a.m. to 4:00 p.m. and					
4500 Avenue I	(appointment required)					
Scottsbluff NE 69361						
Phone: 308-632-1211						
Troop H	Monday - Friday 8:00 a.m. to 4:00 p.m.					
Investigative Services Center	(appointment required)					
3800 NW 12 th ST STE A						
Lincoln NE 68521						
Phone: 402-479-4971						

Where do you send the fingerprinting cards?

You must send all fingerprint cards to the following address: Criminal Identification Division (CID)

Criminal Identification Division (CID) 3800 NW 12th ST STE A Lincoln NE 68521

<u>Criminal Background Check Notification:</u> Pursuant to Neb. Rev. Stat. §38-131 (provided below), an applicant for an initial license to practice as a registered nurse or a licensed practical nurse or to practice a profession which is authorized to prescribe controlled substances shall be subject to a criminal background check. Applicants are able to receive any national criminal history record that may pertain to them directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and may then freely disclose any such information to whomever they choose. Applicants must authorize the dissemination of any national criminal history record that may pertain to them to the Department of Health and Human Services (DHHS) when applying for licensure. Applicants are entitled to challenge the accuracy and completeness of any information contained in any such report and will be provided a copy of the criminal history background report, if any, received if they appear at the DHHS in person and present proper identification. Information on how to challenge an applicant's federal report can be found at FBI.gov. To challenge an applicant's Nebraska state record, contact the Nebraska State Patrol-Criminal Identification Division. Applicants may obtain a prompt determination as to the validity of their challenge before the DHHS makes a final decision about their application for licensure.

Neb. Rev. Stat. §38-131 - Criminal background check; when required. (1) An applicant for an initial license to practice as a registered nurse or a licensed practice nurse or to practice a profession which is authorized to prescribe controlled substances shall be subject to a criminal background check. Except as provided in subsection (3) of this section, the applicant shall submit with the application a full set of fingerprints which shall be forwarded to the Nebraska State Patrol to be submitted to the Federal Bureau of Investigation for a national criminal history record information check. The applicant shall authorize release of the results of the national criminal history record information check to the department. The applicant shall pay the actual cost of the fingerprinting and criminal background check. (2) This section shall not apply to a dentist who is an applicant for a dental locum tenens under section 38-1122, to a physician or osteopathic physician who is an applicant for a physician locum tenens under section 38-2036, or to a veterinarian who is an applicant for a veterinarian locum tenens under section 38-3335. (3) An applicant for a temporary educational permit as defined in section 38-2019 shall have ninety days from the issuance of the permit to comply with subsection (1) of this section and shall have his or her permit suspended after such ninety-day period if the criminal background check is not complete or revoked if the criminal background check reveals that the applicant was not qualified for the permit. Source: Laws 2005, LB 306, § 2; Laws 2005, LB 382, § 15; Laws 2006, LB 833, § 1; R.S.Supp 2006, § 71-104.01; Laws 2007, LB247, § 60; Laws 2007, LB463, § 31; Laws 2007, LB481, § 2; Laws 2011, LB687, § 1; Laws 2015, LB129. Effective Date: August 30, 2015



<u>#</u>	
Date:	
Office Use Only	

Division of Public Health/Licensure Unit PO Box 94986, Lincoln NE 68509-4986 This form must be mailed to the address listed above.

Overnight address: DHHS-Licensure Unit 301 Centennial Mall South Lincoln NE 68508

NEBRASKA Application for a Dental License

Check below how you will be applying for the license:

☐ EXAMINATION	(Individuals that have taken a practical examination within the last 5 years)
□ RECIPROCITY	(Individuals must be able to provide proof of practicing for 3 years and at least 1 year is required to be within the last 3 years)

You must complete all sections of this application that apply to you.

SE	ECTION A - PERS	SONAL INF	ORMA [*]	TION			
1	You must provide yo	our Legal Nam	e below				
	First:	Middle:		Maiden Name:	Last	Name:	
	List any other name		ave		l		
2	been Known As (AK	.A)		Street/PO/Route:			
2	Mailing Address:			Street/PO/Route:			
				City:	State	or Country:	Zip:
3	Date of Birth (mm/de	d/yy):		Place of Birth (City/Sta	ate or For	eign COUNTRY)	:
4	Phone #: (optional)*			Additional Phone #: (c	ptional)*		
5	E-Mail Address: (op	tional)*					
						will speed up c	ommunication w/ you
6	Check the correct be			ial Security Number	(SSN):		
	provide your numbe	r#:					
	Providing your SSN	is	☐ Alie	n Registration Numb	er ("A#"):		
mandatory							
Social Security Numbers obtained are not public informatio only under appropriate circumstances to ensure against an				on but may be shared by the ny unauthorized access to thi	Licensure U s informatior	nit for administrative n.	purposes if necessary and
SECTION B - EDUCATION							
Accredited College/School of Name:):				
Dentistry Attended:							
Sc	hool Address:	City:			State:		
Da	te of Graduation:				Degre	e Received:	

OFFICE USE ONLY

NDEN	Yes	No	NSP CBC	Yes	No
AADE	Yes	No	FBI REC	Yes	No
NPDB	Yes	No	BOARD	Yes	No

and	ECTION C - LICENSURE INFORMA other state or jurisdiction) Direct source verification to the paralless of when the action occurred, could result in	e Licensure Unit is required fo	r all licenses. Failure to disc	close disciplinary action,
1	Have you ever been licensed in another sta	,	YES	NO
	List all other states, jurisdictions, or US terr	tories where you have b	peen or are currently lice	ensed.
	STATE	License #	Issue Date	Expiration Date
2	Has the licenses listed above ever	Been Disciplined?	YES	NO
		Received Adverse Action?	YES	NO
	If you answer YES to any of these	Denied?	YES	NO
	questions, you are required to submit documentation and a letter of explanation for Board review.	Denied the right to take a credentialing examination?	YES	NO
		Received other actions?	YES	NO

		NVICTION INFORMATION (All applica when the action occurred, could result in discipling			
1		icted of a felony?	YES	NO	
2	I have been conv	icted of a misdemeanor?	YES	NO	
follo revi	I have provided the following for Board review (for each conviction)				
	□ Copy of court records including charges and disposition.				
	Letter of explanation which includes events leading to the conviction and a summary of actions taken to address the behaviors/actions related to the conviction.				
	If the conviction involved drug/alcohol and you were required to obtain an addiction/mental health evaluation, a copy of the evaluation is required.				
	If the above evaluation recommended that you obtain treatment, then you are required to submit a copy of your discharge summary from treatment program.				
	If you were placed on criminal probation, a letter from the probation officer addressing the probationary conditions and current status of your probation.				
	The Boar	d may request that you to submit additi	onal documents such	as police reports.	

PLEASE NOTE:

- You are able to administer inhalation analgesia without an additional permit;
- If you will be administering minimal, moderate or general anesthesia/deep sedation, you are required to submit a separate application;
- If you will be administering minimal sedation at more than one location, then you will need to list all locations on one application and answer the questions regarding the facility for each location: and
- If you will be administering moderate or general anesthesia/deep sedation at more than one location, then you will need to submit an application and the required fee for each location. Each location will need to be inspected prior to being issued the permit.

	practical examinations.	(Licensure Unit receives directly from testing ager		`	Jnit can retrieve scores agency website)
		☐ CITA	,	□ WREB	agoney mesoney
		(Licensure Unit can retri scores from testing ager website)		individual s directly to t	nust request score report be sent he Licensure Unit sting agency)
		□ SRTA		□ ADEX	<u>-</u>
		(applicant must request report be sent directly Licensure Unit from the testing agency)	to the		Jnit can retrieve scores agency website)
3	I have failed a practical examination on two			N	_
	List what practical examinations, location note that if you failed on two occasions, you				
	approved by the Board before the Licensur				
	Examination	Location			Dates
				•	
SE	ECTION F - CONTROLLED SUBSTA		•	eck on of the fo	
1	I have enclosed a photocopy of my Federa Registration (DEA Registration).	Controlled Substances	YES		NO
2	I am currently applying for a Federal Contro Registration (DEA Registration).	olled Substances	YES		NO
3	I do not have nor am I applying for a Feder		YES		NO
	Substances Registration (DEA Registration prescribing, administering or dispensing co				
	Nebraska.				
	PLEASE NOTE: I understand that at suc intend to prescribe, administer or dispe				
	substances in Nebraska, I will first need				
	Controlled Substances Registration issu	ued to me. At that			
	time, I am to supply a photocopy of the State of Nebraska.	registration to the			
	State of Hebridona.		1		1
CI					
by pai	ECTION G – PRACTICE INFORMAT reciprocity). You must provide proof of practicing the ron their letterhead, stating the beginning and ek.	by submitting a copy of you	ır W-2's or a	a letter from you	ur employer or practice
by	reciprocity). You must provide proof of practicing there on their letterhead, stating the beginning and ek. Have you submitted proof that you have be	by submitting a copy of you d ending dates of employme en actively engaged in	ır W-2's or a	a letter from you	ur employer or practice
by par we	reciprocity). You must provide proof of practicing the ron their letterhead, stating the beginning and ek. Have you submitted proof that you have be the practice of dentistry for at least three (3)	by submitting a copy of you dending dates of employme en actively engaged in) years?	r W-2's or and the a	a letter from you	ur employer or practice mber of hours worked per
by pai we	reciprocity). You must provide proof of practicing there on their letterhead, stating the beginning and ek. Have you submitted proof that you have be	by submitting a copy of your dending dates of employmenter actively engaged in years? e years has been	ır W-2's or a nt and the a	a letter from you	ur employer or practice mber of hours worked per

SECTION E – EXAMINATION INFORMATION (All applicants must complete this section) Scores from the practical examinations will be accepted for a period of five years from the date the examination was passed.

☐ CRDTS

YES

NO

□ CDCA

I have taken the National Board examination and have

I have taken one of the following

practical examinations:

2

requested my scores be sent directly to the Department.

SECTION H - PRACTICE PRIOR TO CREDENT				
practices prior to the issuance of a credential is subject to an assessment of an Administrative Penalty of \$10 per day up to \$1,000, or such other action as provided in the statutes and regulations governing such credential.				
☐ NO. I have not practiced dentistry in Nebraska without				
☐ YES. I have practiced dentistry in Nebraska without a license.				
If yes, what are the actual number of days you practiced				
in Nebraska without a license and what is the business				
name, location and telephone number of the practice:	Name of Business:			
	City:			
	Talanhana III			
	Telephone #:			
	'			
SECTION I - ATTESTATION				
<u>Attestation:</u> For the purpose of complying with Neb. Rev. Society of the purpose of complying with Neb. Rev. Society.	tat. §§4-108 through 4-114 and 38-129 (check ONE of the			
oxes below).				
attest that:				
I am a citizen of the United States.				
DR .				
I am a qualified alien under the Federal Immigration an	d Nationality Act.			
I am a nonimmigrant lawfully present in the United State	tes.			
Check this box if you are NOT a citizen of the United S under the Federal Immigration and Nationality Act.	tates, a nonimmigrant, nor a qualified alien			
and of the Foderal minigration and Nationally Fod.				
	e a photocopy of your unexpired Employment Authorization			
Occument (EAD) and evidence of meeting section 202(c)(2)	(B)(I) through (IX) of the Federal REAL ID Act of 2005.			
application Attestation: I attest that:				
. I have read the application or have had the application read to n	and			
. All statements on this application are true and complete.	ie, aliu			
Print Name:				
Signature: Date:				
omplete the following information:				
ingerprints: (All applicants must complete this section) I have had my fingerprints taken: □ YES □ NO 2.	I have paid for my fingerprint processing? ☐ YES ☐ NO			

<u>Contact Information:</u> Licensure Unit, 301 Centennial Mall South, P.O. Box 94986, Lincoln, Nebraska 68509-4986 Telephone: 402-471-2118 / FAX: 402-742-3555 / E-Mail: dhhs.medicaloffice@nebraska.gov